



Date: March 26, 2020

To: All Management Employees

From: John Gross, Director of Financial Management *DO FOR*

Subject: **Management Employee Time Coding for COVID-19**

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Due to the increase in workload associated with the COVID-19 outbreak, pay code "CV" has been created to track time worked beyond a management employee's normal scheduled work hours. The CV pay code is for tracking purposes only and a management employee will not receive additional compensation for these hours. Use pay code CV for:

- Hours worked above 44 hours or 36 hours if on 9/80 schedule; or
- Hours worked above 40 hours if on a 4/10 or normal 8-hour day work schedule.

To code your time appropriately on your timesheet, follow these procedures:

- Code the time spent on COVID-19 related activities first. Use your normal Index Code along with Project 310020 and the appropriate Project Detail, as applicable. Use the Scheduled Hours ("SH") pay code for this time. If you code your time to capital or grant funded projects, please read those instructions below.
- Code the time spent on non-COVID-19 related activities using your normal Index Code along with the SH pay code. NOTE: *The hours coded as SH for COVID-19 and non-COVID-19 time must not exceed your total normal work hours for the week (adjusting for any PTO hours used).*
- Once you have recorded your pay code SH hours (plus any PTO hours) up to your total normal work hours for the week, use pay code CV along with your normal operating Index Code(s) for hours that you have worked in excess of your normal scheduled work hours. If the excess time is related to COVID-19 activities be sure to use Project 310020 along with the appropriate Project Detail, as applicable.

### **Managers Recording Time to Capital and Grant Funded Projects**

For management staff who normally charge all or a portion of their time to either a capital project or grant funds not related to the COVID-19 response, please continue to complete your timesheets with the appropriate index code, Project/Project Detail and Grant/Grant Detail, as applicable, when working on activities related to these programs.

Management staff will need to use pay code SH for your normal projects first. For time worked related to COVID-19, including hours greater than you are normally scheduled, code your additional time to the COVID-19 Project with the appropriate operating index and pay codes. Please refer to the attachment for examples on how to code your time.

Management Employees Coding Time for COVID-19  
March 26, 2020  
Page 2

ATTACHMENT – COVID-19 TIMESHEET EXAMPLES FOR MANAGEMENT EMPLOYEES

CC: THOMAS B. MODICA, ACTING CITY MANAGER  
REBECCA GARNER, ACTING ASSISTANT CITY MANAGER  
KEVIN J. JACKSON, DEPUTY CITY MANAGER  
TERESA CHANDLER, INTERIM DEPUTY CITY MANAGER  
AJAY KOLLURI, ACTING ADMINISTRATIVE DEPUTY TO THE CITY MANAGER  
ADMINISTRATIVE OFFICERS  
DEPARTMENT PERSONNEL PAYROLL ASSISTANTS

## COVID-19 Timesheet Examples for Management Employees

Example:

A Financial Management Bureau Manager worked 20 hours over the weekend and 30 hours during the work week on COVID-19 related activities. They also worked 10 hours during the work week on non-COVID-19 related activities. Their timesheet should appear as follows:

Employee ID	XXXXX	Employee Name	TESTER, TOMMY		Dept/Bureau	FINANCIAL MANAGEMENT		Department Name											Page 1								
Occup Code		Position Title	BUREAU MANAGER		Pos type	Work Sch	Hol Sch	Week Ending	03/27/20		Straight Total	40.0		Overtime Total													
<div style="text-align: center;"> <b>EMPLOYEE TIME RECORD</b> </div> <div style="text-align: right;">           RUN 3/24/20         </div>																											
<div style="text-align: right;">           (Please complete time record, including signatures, in ink)         </div>																											
Index Code		Project		Project Detail				Sat 6/22		Sun 6/23		Mon 6/24		Tue 6/25		Wed 6/26		Thur 6/27		Fri 6/28							
								Tcd		Hrs		Tcd		Hrs		Tcd		Hrs		Tcd		Hrs		Tcd			
FM0000000		310020		2001																							
Grant		Grant Detail		User Code		Account		10		SH		10		SH		6 0		SH		6 0		SH		6 0		SH	
Index Code		Project		Project Detail																							
FM0000000		310020		2001																							
Grant		Grant Detail		User Code		Account																					
Index Code		Project		Project Detail																							
FM0000000		310020		2001																							
Grant		Grant Detail		User Code		Account																					
Index Code		Project		Project Detail																							
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Grant		Grant Detail		User Code		Account																					
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Index Code		Project		Project Detail																							
FM0000000		310020		2001																							
Grant		Grant Detail		User Code		Account																					

Example:

A Health & Human Services Officer whose position is grant funded worked 30 hours during the week on grant program related activities and 20 hours during the week on COVID-19 related activities. Their timesheet should appear as follows:

Employee ID <b>XXXXX</b>	Employee Name <b>TESTER, SALLY</b>	Dept/Bureau	Department Name <b>HEALTH &amp; HUMAN SERVICES</b>							
Occup Code	Position Title <b>OFFICER</b>	Pos type	Work Sch	Hol Sch	Week Ending <b>03/27/20</b>	Straight Total <b>40.0</b>		Overtime Total		

**Page 1**

  

<b>EMPLOYEE TIME RECORD</b>										RUN 3/24/20					
(Please complete time record including signatures in ink)															
		Sat 6/22		Sun 6/23		Mon 6/24		Tue 6/25		Wed 6/26		Thur 6/27		Fri 6/28	
		Cd	Hrs	Cd	Hrs	Cd	Hrs	Cd	Hrs	Cd	Hrs	Cd	Hrs	Cd	Hrs
Index Code	Project	Project Detail													
<b>HH0000000</b>															
	Grant	Grant Detail		User Code		Account									
<b>2222222</b>		<b>111111</b>						<b>6 0 SH</b>		<b>6 0 SH</b>		<b>6 0 SH</b>		<b>6 0 SH</b>	
Index Code	Project	Project Detail													
<b>HH0000000</b>	<b>310020</b>	<b>2001</b>													
	Grant	Grant Detail		User Code		Account									
						<b>ERP</b>		<b>4 0 cv</b>		<b>4 0 cv</b>		<b>4 0 cv</b>		<b>4 0 cv</b>	
Index Code	Project	Project Detail													